



CITY OF HOUSTON

Job Posting

1	Applications accepted	ALL PERSONS INTERESTED
2	Job Classification	Chief Nurse, RN
3	Posting Number	PN# 105654
4	Department	Health & Human Services Department
5	Division	Neighborhood Services Division
6	Section	Lyons Health Center
7	Reporting Location	5602 Lyons
8	Workdays & Hours	M - F, 8 a.m. - 5 p.m.*
		*Subject to change
9	DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS Plans, performs and coordinates supervisory duties in developing and evaluating nursing activities of a health clinic.	
	CORE FUNCTIONS <ul style="list-style-type: none">➤ Directs, coordinates and manages the clinical operations in health center. Provides direct client care as indicated.➤ Supervises clinical coordinators, other nursing staff and ancillary staff in the health center and community.➤ Coordinates clinical quality improvement activities, develops, implements and evaluates corrective action plans.➤ Assists in the development of policies and procedures.➤ Develops cooperative relationships with community agencies.	
10	WORKING CONDITIONS The position is physically occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.	
11	MINIMUM EDUCATIONAL REQUIREMENTS Requires a Bachelor's of Science degree in Nursing from an accredited school or university.	
12	MINIMUM EXPERIENCE REQUIREMENTS <ul style="list-style-type: none">➤ Five years of experience in nursing are required, with at least two years in a supervisory capacity. Two years of public health experience are preferred.➤ A Master of Science degree in Nursing and three years of nursing may be substituted for the experience requirement.	
13	MINIMUM LICENSE REQUIREMENTS Must be licensed to practice as a registered nurse in the State of Texas. Must have a valid Texas Driver's License in compliance with the City of Houston policy on driving (AP2-2).	
14	PREFERENCES <ul style="list-style-type: none">➤ Bilingual English/Spanish oral, writing and reading skills preferred.➤ Experience with various computer software.	
15	SELECTION/SKILLS TESTS REQUIRED	None
16	SAFETY IMPACT POSITION <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No This position is subject to random drug testing and if candidate is promoted into this position, he/she must pass an assigned drug test.	
17	SALARY INFORMATION	GENERAL FUNDED POSITION Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is: Salary Range - Pay Grade 25 \$2,063- \$2,236 Biweekly \$53,636 - \$58,136 Annually
18	OPENING DATE	July 6, 2005
19	CLOSING DATE	Open Until Filled
20	APPLICATION PROCEDURES Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1 st Floor. Successful candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. TDD Phone Number (713) 837-9496.	
	An equal opportunity employer	